



# United States Department of the Interior

## Office of Aviation Services

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### **DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 14 - 02**

Subject: Fleet Aircraft Use Reporting

Effective Date: October 1, 2013

Supersedes: OPM 13-02, Dated December 31, 2013

Distribution: A, B, & C

Expiration Date: December 31, 2014

1. **Purpose.** This OPM establishes policy for recording and submitting information on flight and billing information for aircraft owned and operated by the Department of the Interior.
2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 10: 350 DM 1; Secretarial Order 3250, dated September 30, 2003.
3. **Background.** On Oct 1, 2012, the Office of the Secretary and seven of ten bureaus began to transition to the Department's Financial and Business Management System (FBMS) Deployment 7 (D7). Among the new features included in D7 were fleet aircraft billing and maintenance management functions, FAIRS reporting and inventory control functions previously performed by the AMS and Maximo 4.1.1 systems. As a result, the Maximo system operated by the Alaska Regional Office is scheduled to be decommissioned and the AMS system is being retained to support commercial aviation service contracts only. The AMD 2-A Aircraft Flight/Use Report, dated 9/06 was discontinued, effective Oct 1, 2012. Due to changes in FBMS data requirements and processes, paper or electronic versions of the AMD 2-A are no longer accepted for aircraft use reporting.

#### **4. Basic AUR Process.**

A. Flight time shall be recorded using the Hobbs meter, if installed; otherwise, a recording tachometer shall be used. If neither is installed, clock/watch time shall be used to record time from takeoff roll until the aircraft returns to the chocks.

B. The Aircraft Use Report (AUR) Function within FBMS provides data for billing fleet aircraft usage, updating aircraft maintenance plans, and general aviation reporting. Bureau personnel may obtain role approval to input aircraft use report information directly into FBMS from their government computer systems. However, pilots and field offices will usually find it more efficient to use the Aircraft Use Report Manager (AURM), which is an Excel/Visual Basic application for Windows-based computers. The AURM does not require FBMS system access. Instead, it produces a tab delimited data file which can be emailed from any computer to: [OASFleetManager@ios.doi.gov](mailto:OASFleetManager@ios.doi.gov). The AURM automatically produces a unique external AUR file name using the naming convention shown in Attachment 1. Fleet Activity Assistants from the

OAS Division of Technical Services upload submitted files into FBMS at the beginning of each business day by using the FBMS AUR Upload Utility.

C. The FBMS Upload Utility performs error checking to ensure required fields are completed and meet established field parameters. If the FBMS Upload Utility rejects an AUR with errors, OAS Fleet Assistants may contact the PIC or the using field office for assistance in correcting the error. In some cases, FBMS will accept an AUR with certain types of errors and automatically save the AUR in "Parked" status until the errors are corrected. If the AUR file uploads without error or is subsequently corrected, OAS personnel will change the primary status of the AUR to "Approved". This allows the aircraft meter time and cycles information to be passed directly to the maintenance planning function so fleet managers can more accurately predict and coordinate upcoming maintenance requirements.

D. OAS Fleet Assistants will monitor incoming Aircraft Use Reports for each aircraft to detect gaps in use reporting. When gaps are detected, Fleet Assistants may ask pilots or maintenance personnel to check the aircraft's OAS-2 Aircraft Log (dated 10/ 2013) for PIC information. See para 5B and Attachment 2 below for more information on using this new form.

E. The Fleet Accountant will enter monthly rate bills in FBMS. Once loaded in FBMS, monthly rate charges are handled in the same manner as AURs.

F. Once an AUR is "Approved", bureau personnel with the Bureau Customer Validator (AMD\_BCV) role can review the Report in FBMS and correct errors in accounting code information. If the AUR information appears to be correct or has been corrected, BCVs change the secondary status of the AUR to "Charge Code OK" to signify the AUR is ready for billing. To assist in this process, OAS can produce "Not OK" reports for each bureau which lists all AURs in the system which have been approved but not validated with the "charge code OK" flag. Bureaus can produce similar FBMS reports in their own instances of FBMS. If a bureau/agency believes that a flight should be charged to another bureau or agency, they should contact the Fleet Accountant for assistance.

Note: It is important to note that AURs can contain flights billed to different cost centers. If a BCV validates an AUR, they are confirming that the correct accounting codes have been used for ALL flights in that AUR. Bureaus are encouraged to develop processes to prevent incorrect accounting codes from "sneaking through" with correct codes in a single AUR. Possible solutions include limiting the lines in an AUR to the same "family" of cost centers or having BCVs double check validated AUR lines on the "OK" Report.

G. OAS will coordinate monthly fleet billing schedules with IBC Finance and bureau finance offices. By mutual agreement, OAS will usually only bill AURs which have been validated by the bureau with a secondary status of "Charge Code OK." Each month, OAS will submit fleet bills for each bureau/agency to IBC Finance in Excel files which list all "OK" AURs, by line. Many AURs may have multiple flights or lines, each of which can be viewed in this format. For those bureaus using FBMS, OAS will also provide an IF122 billing file, which can be uploaded directly into the bureau's instance of FBMS. IBC Finance, in turn, processes the IPAC and submits it to the bureaus with the IF122 report (if applicable) and "OK" report. Monthly fleet bills for non-FBMS bureaus or external agencies are submitted to IBC Finance and billed through a more manual process.

H. The Fleet Accountant is responsible for providing IBC Finance with a report for each bill indicating which accounts within the WA revolving fund should be credited with the revenue. IBC Finance will, in turn, provide the Fleet Accountant with a report for each bill listing the IPAC

number, total value of the IPAC, and AUR numbers included in that bill. Fleet Assistants will update the status of each of these AURs to "Billed" and add the IPAC number in the appropriate field. Following a quality assurance check, the Fleet Accountant will change the status of these AURs to "Complete".

## **5. Bureau Responsibilities.**

A. Fleet pilots are responsible for ensuring aircraft use report information is submitted for all flights on which they are the pilot in command. Because timely reporting is essential to the accuracy and relevancy of the maintenance management function, pilots are encouraged to submit AURs at the end of each flying day by transmitting AURM data files by email to: OASFleetManager@ios.doi.gov In the event a fleet pilot is unable to directly submit AUR report data directly to OASFleetManager, they may satisfy the requirement by coordinating with the Bureau office/dispatch providing flight following to submit AUR data on behalf of the pilot.

B. Fleet pilots will record the time for which they are the PIC of record on a particular aircraft by using the OAS-2 form to record the start date and start/stop meter times. PICs should close out their PIC time on the aircraft by entering a stop meter time on the OAS-2 if they are going to be away from the aircraft for an extended time period or expect another PIC to fly the aircraft before they return for the next flight. If another pilot subsequently flies the aircraft as PIC and notes that the previous pilot has NOT entered a stop meter time, they will record the current meter time as their start and the previous pilot's stop times. Pilots should also "close out" their meter times if they enter a grounding discrepancy on the OAS-2.

**NOTE: The OAS-2 cannot be used for fleet billing purposes.**

C. DOI fleet pilots shall comply with 14 CFR 91.213 (Inoperative instruments and equipment) as it relates to their specific aircraft. All discrepancies shall be documented on an OAS-2 as they occur and signed by the pilot. When a discrepancy is recorded, the pilot must contact the appropriate Fleet Services for direction. In the case of deferrable discrepancies, Fleet Services will provide the pilot or contract maintenance facility with the appropriate entry to be recorded in the corrective action block of the OAS-2. When the discrepancy is corrected and signed off, the original copy of the OAS-2 will be submitted with the invoice to the appropriate OAS Fleet Manager in Boise or Anchorage for filing and a new form will be opened in the log.

C. Bureau offices which utilize fleet aircraft services are responsible for designating knowledgeable personnel for the Bureau Customer Validator (BCV) in FBMS. OAS Technical Services can provide telephonic/webex assistance to BCVs on request. BCVs are responsible for reviewing Aircraft Use Reports flown against their assigned cost centers, using either the "Not OK reports" or locally developed equivalent as an aid. The BCV should ensure they review every transaction line on the AUR before they validate the AUR as this action applies to all lines on the AUR, not just the first one. If a BCV is unable to correct billing information on an AUR against one of their cost centers (e.g., actual customer is in another bureau) they should contact OASFleetManager for assistance.

E. Pilots operating privately owned aircraft (as defined in 350 DM 1, Appendix 2), if authorized for use on official business, can record flight time on form OAS-2 for the purpose of documenting travel expenses only. AURs will not be accepted for non-fleet aircraft.

  
Director, Office of Aviation Services

Attachment 1  
External AUR File Naming Convention

The Aircraft Use Report Manager (AURM) will produce a unique external file name with the following elements:

- Bureau to be billed – (UGS - US Geological Survey, NPS - National Parks Service, FWS - Fish and Wildlife Service, BIA - Indian Affairs, BOR – Reclamation, BLM - Land Management, BSE - Safety and Environmental Enforcement, BOE - Ocean Energy, OSM -Surface Mining, DO – Departmental Offices, EXT – External Customer)
- Hyphen
- State – Typically “home state” of the aircraft or pilot. Although a different state may be indicated on each line of an AUR, only the first state entered is used in the file name. Bureaus may elect to indicate region (e.g., “R7”) or two letter park abbreviation in this field. Also use “MX” for flights which will be billed against a maintenance work order.
- F – Indicates Fleet aircraft
- Aircraft category – one character (A – airplane, R – rotorcraft, U - UAS)  
Note: An error in computing the category code was corrected in AURM V18.
- S – Indicates fleet sales order used for billing
- Month/Day/Year of first flight recorded on the AUR (mm/dd/yy)
- FAA Registration (“N”) Number
- Hyphen
- AURM sequence number – Each copy of the AURM will generate a set of sequence number unique to that copy. Sequence number one is the first AUR produced by that copy, two is the second, etc.

Example: NPS-AZFAS031513N132PS-16 - National Park Service-Arizona, Fleet, Airplane, Sales order, first flight starts March 15, 2013, tail number N132PS, 16<sup>th</sup> AUR from that AURM

Example: FWS-R4FRS031613N351FW-4 - Fish and Wildlife Service-Region4, Fleet, Rotorcraft, Sales order, first flight starts March 16, 2013, tail number N351FW, 4<sup>th</sup> AUR from that AURM

Attachment 2  
OAS-2 Aircraft Status Log  
Notes

1. The new OAS-2 will be printed in the same pad format as the previous AMD 2-A. Each log has the original and two copies and is marked with a unique reference number.

a. The original copy is used to document the corrective action(s) on one or more discrepancies. It is also used to document completion of maintenance inspections. Once the correction or inspection has been signed off, the original copy will be submitted to the appropriate Fleet Manager in Anchorage or Boise for inclusion in the aircraft records and FBMS.

b. The second copy can be removed by the maintenance repair facility for their records or invoicing, as desired. Alternatively the pilot can remove this copy for later use in filling out the Aircraft Use Report (AUR) on their computer.

c. Retain the third copy in the pad in the aircraft until the pad is replaced. Replaced pads should be sent to the appropriate OAS fleet manager for retention.

2. If, during preflight, the pilot does not find an original form in the pad that has already been started, they should start a new form as follows:

a. Enter in the header row aircraft make and model, Registration number and home base. Pilots can use the "local use" block to record preflight pilot, home base, etc.

b. Enter today's date, PIC name, and the current Hobbs/tach time. For maintenance engine runs, enter "MX" followed by the last name of the person doing the run in parentheses.

c. The columns for departure and destination airports are optional and will be most useful for pilots who wish to record a single flight per line.

d. If desired, refer to the aircraft inspection data sheet (which should be kept with the Status Log) and copy the meter time or dates when the 50 hour, 100 hour and annual inspections are due.

3. The columns for oil quarts, landings and engine cycles are designed to be used as a memo pad for the pilot to track oil consumption, and aircraft metrics reported into FBMS. PICs can start a new line whenever they want (e.g. at the start of new flight, a new day, a new week). If, for example, the PIC wants to close out a line at the end of the week, they would enter the meter end time and calculate the hours flown. Then, they could figure out the number of quarts of oil consumed per hour and decide if the oil consumption is within manufacturer's tolerance. Or another example, if the pilot liked to report an entire day's flying on one line of an AUR, they could track the meter start and end times for the day, and tick off the landings or RINS (for helicopters) and engine start cycles after each flight. Then, when they're ready to complete an AUR on their computer, they could tally up the ticks and report them in the appropriate fields on the maintenance page of the AURM.

4. PICs should close out a line on the Status Log if they are going to be away from the aircraft for an extended period of time or expect another PIC to fly the aircraft on subsequent flights. They should also close out a line if they write up a grounding discrepancy. That way, if the maintenance facility has to perform engine runs, it will be easier for the Fleet Assistants to break out which Hobbs time is the PIC's responsibility and which should be billed as a maintenance expense.

5. If another pilot subsequently flies the aircraft as PIC and notes that the previous pilot has NOT entered a stop meter time, they will record the current meter time as their start and the previous pilot's stop times.
6. The aircraft inspected and engine installed blocks are used to document specific maintenance actions. W/O refers to FBMS work order number so maintenance managers can cross reference the signature signoff with a documented maintenance action in FBMS.
7. Pilots are encouraged to provide as much detail on discrepancy as they can to help mechanics more fully understand the nature of the problem and ensure the corrective action adequately addresses the issue. Pilots should sign the "discovered by" block and legibly print their name and contact number in the event the mechanics need to contact them with follow up questions.
8. Mechanics will sign off corrective action blocks as per FAA standards. When the return to service flight (if required) has been satisfactorily completed and all discrepancies are addressed, the pilot will make an entry in the OAS-2 accepting the aircraft for return to service. The maintenance facility should send the original copy to the appropriate OAS Fleet Manager (add addresses) with the invoice.

